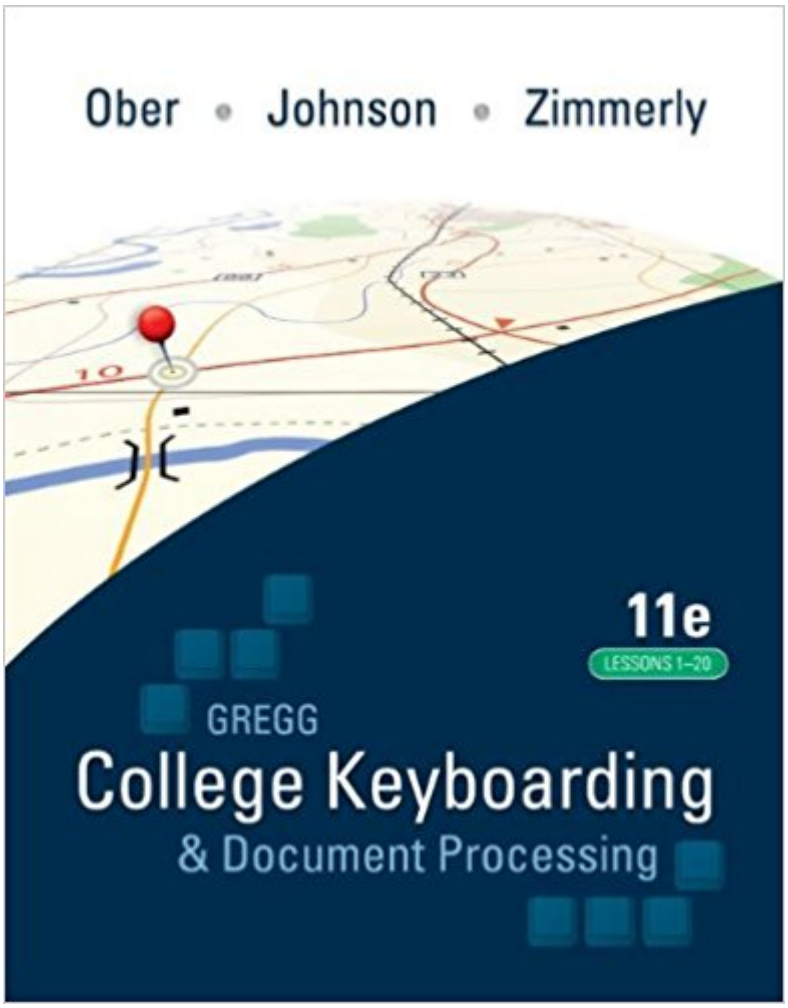
Ebook Directory
the best source of ebook

The book was found

Gregg College Keyboarding & Document Processing (GDP); Lessons 1-20 Text



PDF
Adobe
DOWNLOAD EBOOK

Synopsis

Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system that cohesively lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home, in class, and in labs - perfect for distance learning! Strong enhancements to the book while maintaining key elements support the cohesive program's strong content. Skillbuilding is reinforced with MAP+ (Misstroke Analysis and Prescription). MAP+ is an individualized, diagnostic tool that is built into the software to help identify student's strengths and weaknesses while providing prescriptive drills to help them practice where they need it most. Also, MAP+ now has new, unlimited drill lines that begin at Lesson 1. GDP/11 automatically scores for keyboarding errors. As a result, instructors will appreciate the customization of course management tools in GDP/11, including the new GPS (Grade Posting System) which allows complete flexibility in setting up grades. GDP/11 your complete learning/teaching system. Your guide to success.

Book Information

Spiral-bound: 160 pages
Publisher: McGraw-Hill Education; 11 edition (April 2, 2010)
Language: English
ISBN-10: 0077344227
ISBN-13: 978-0077344221
Product Dimensions: 8.7 x 0.3 x 10.8 inches
Shipping Weight: 6.4 ounces (View shipping rates and policies)
Average Customer Review: 3.0 out of 5 stars 13 customer reviews
Best Sellers Rank: #367,794 in Books (See Top 100 in Books) #32 inÃ Â Books > Law > Law Practice > Law Office Education #50 inÃ Â Books > Business & Money > Skills > Secretarial Aids & Training #113 inÃ Â Books > Business & Money > Processes & Infrastructure > Office Management

Customer Reviews

I like this textbook it is really helping me to improve my keyboarding skills.

I am so disappointment, this should come with the key and cd. At the college book store it is coming

with complete kit for $113. I will send it back. Because I need the whole kit to continue in my class.

i got the wrong text book how do i refund 0 stars

Very useful and easy to use book to learn typing!

This typing course was great, I improved my typing speed by 10-15 WPM by completing the assignments...I didn’t even put much effort into it.

Easy to follow my assignments. Also, the shipping was fast. Thanks

i bit of damage but it’s ok

Was listed as "new" which is what I need as the access codes that come with it new are required. What I actually got was the workbook only not in the box and no access codes.. Was a waste of money and time as I have to return it and start over again to get a real "new" book. Very angry

Download to continue reading...

Gregg College Keyboarding & Document Processing (GDP); Lessons 1-120, main text (P.S. Keyboarding) Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60, main text Gregg College Keyboarding & Document Processing (GDP); Lessons 1-20 text Gregg College Keyboarding & Document Processing: Lessons 1-60 Gregg College Keyboarding & Document Processing Kit 1: Lessons 1-60 With Word 2010 Manual Gregg College Keyboarding & Document Processing, Kit 1, Lessons 1-60: with Word 2007 Manual, 11th Edition Keyboarding and Word Processing, Complete Course, Lessons 1-120: Microsoft Word 2010: College Keyboarding (Available Titles Keyboarding Pro Deluxe) Microsoft Office Word 2010 Manual to accompany Gregg College Keyboarding & Document Processing, 11th Edition Gregg College keyboarding & Document Processing,11th edition (Lesson 1- 120) Keyboarding Course, Lesson 1-25 with Keyboarding Pro 6: College Keyboarding Keyboarding and Word Processing, Complete Course, Lessons 1-110: Microsoft Word 2013: College Keyboarding Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2010 (Available Titles Keyboarding Pro Deluxe) Keyboarding Course, Lessons 1-25: College Keyboarding, Spiral bound Glencoe Keyboarding With Computer Applications, Microsoft Office 2007, Student Manual (JOHNSON: GREGG MICRO KEYBOARD) Glencoe Keyboarding with Computer Applications, Microsoft Office 2007, Applications

1-150, Student Manual (JOHNSON: GREGG MICRO KEYBOARD) Keyboarding and Word Processing Essentials, Lessons 1-55, Spiral bound Version Electronic Document Preparation and Management for CSEC Study Guide: Covers latest CSEC Electronic Document Preparation and Management syllabus. Legal Office: Document Processing (with Template) The Kids' College Almanac: A First Look at College (Kids' College Almanac: First Look at College) Gregg Popovich: The Inspiring Life and Leadership Lessons of One of Basketball's Greatest Coaches

Contact Us

DMCA

Privacy

FAQ & Help